

OP MEMORANDUM NO. 20-31-53

12 April 1982

OFFICE OF PERSONNEL MEMORANDUM

SUBJECT : Differentiating Between Promotion and Pay Adjustment for
Career Field Changes for GS and GS-Related Employees

REFERENCE :

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RESCISSION: OPM 20-31-47, dated 23 October 1980

1. Background:

a. OP Memorandum 20-31-47 set forth the policy and rationale for processing grade increases related to significant career field changes and to formal training programs where grade increases are a part of the program. Although all grade increases had been processed in the Agency as "promotions" prior to publication of the OPM, it was later held grade increases unrelated to the comparative evaluation and Panel review process were more appropriately documented as "pay adjustments." During the past year, however, there has been an increase in the number of pay adjustments related to formal training programs, with instances of some employees receiving a series of such "adjustments" as the employee progresses through a training program.

b. This procedure has been reconsidered and it has been determined that the "pay adjustment" terminology shall apply only to grade increases related to significant career field changes, and to entry into training programs where the usual entry grade level for a new-hire exceeds the employee's grade. Examples of career field changes are: selection of a clerical employee for a technical or professional position; selection of a professional employee in one career field for another entirely different, or unrelated career field. Subsequent grade increases resulting from successful completion of, or progress through, a formal training program will be processed as "promotion" actions. Effective with the publication of this memorandum, the following policy and procedures will apply.

2. Policy and Procedures:

a. Policy: When the component determines that the staff or contract employee selected for a position that entails a significant career field change should receive an upward grade adjustment, the Request for Personnel Action (Form 1152) will be submitted and processed in accordance with the procedures outlined below. The determination of eligibility for this pay adjustment and grade change must be based on the factors normally used

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in determining the entry grade of a new employee: work experience, training, education, etc. Certification that the employee meets the entry level qualifications requirements for the grade selected must be included on the Form 1152.

b. Procedure: Components desiring to adjust an employee's grade upward (staff or contract) will submit a request for personnel action (Form 1152) with the nature of the action "Pay Adjustment and Change of Grade." The remarks section of the action will contain a short statement by the component personnel officer certifying that the employee concerned has met the requirements for the grade increase and citing this memorandum as a reference. Both the "pay adjustment" action at entry into a new career field or into a formal training program, and "promotion" actions during formal training programs, will be processed in the following manner:

(1) Personnel actions for one-grade changes of staff employees will be forwarded to Transactions and Records Branch where they will be reviewed, authenticated, and approved by the Professional Placement Branch/Staff Personnel Division (PPB/SPD). Personnel actions for contract employees will be forwarded to Contract Personnel Division (CPD), 5E65 Headquarters Building for review, authentication, and approval.

(2) Personnel actions for two-grade changes for staff personnel will be submitted directly to SPD/PPB, 836 Ames Building for staff review and approval by Chief, SPD. For contract personnel, the request for approval will be submitted directly to Chief, CPD.

(3) Requests for a three-grade change or higher will be submitted via memorandum from the gaining component to the Director of Personnel through the appropriate Office of Personnel (OP) division concerned (SPD or CPD). The Form 1152 must accompany the request.

(4) The justification for the grade increase must be based on the employee concerned meeting the minimum requirements for the higher grade requested.

(5) All disapprovals will be reviewed by the Director of Personnel.

(6) All employees affected must have a current Performance Appraisal Report on file with OP.

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3. Actions covered by this memorandum do not have to comply with the Uniform Promotion System, the referenced regulation, or the normal one-grade promotion limitations. However, all such actions will be subject to the usual ceiling and Career Service Grade Authorization (CSGA) controls.



✓ James N. Glerum
Director of Personnel

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